

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: December 21, 2023
PERSONNEL LETTER #23-033
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **JULY 1, 2023 SPECIAL SALARY ADJUSTMENT FOR RANK-AND-FILE AND EXCLUDED EMPLOYEES IN BARGAINING UNITS 01, 04, 11, 14, 15, 17, 20, AND 21**

The California Department of Human Resources (CalHR) has approved various Special Salary Increases (SSA) for eligible Rank-and-File and Excluded employees in Bargaining Units (BU) 01, 04, 11, 14, 15, 17, 20, and 21 effective July 1, 2023. Please refer to CalHR Pay Letter #23-44 on [CalHR Net](#) for further information regarding eligibility criteria.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on December 21, 2023 to implement the July 1, 2023 SSA for eligible BU 01, 04, 11, 14, 15, 17, 20, and 21 employees. The SAL transaction will reflect the SSA within the employee's base salary rate. Adjustments will also issue for the 07/2023, 08/2023, 09/2023, 10/2023 and 11/2023 pay periods. The issue date for these payments will be 12/26/2023. The 12/2023 adjustments will issue as a supplemental payment on 01/01/2024.

The Personnel and Payroll Services Division (PPSD) will manually update EH records not included in the mass update, except as instructed below under Special EH Documentation/Processing Instructions. PPSD will notify departments of any additional situations requiring department action.

Turnaround PARs will be available on Mobius View for one year. Hard copy versions of the Turnaround PARs will not be provided.

Departments should refrain from updating EH records for impacted employees on December 21, 2023 to minimize fallout errors causing manual workload.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-of-Sequence from Mass Update

Departments are responsible for keying out-of-sequence employees.

When manually processing a SAL transaction, departments must validate that the employee's salary, after the GEN posted effective 07/01/2023, is correct before determining what the employee's new salary rate will be.

Out-of-Sequence for Future Transactions

After the SAL transactions are posted to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable on the transaction. If not entered, the salary rate information per the SAL transactions will be reflected on the new transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information. If correcting a July 1, 2023 effective date transaction that was processed prior to the SAL being posted, key the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per CalHR rule 599.689, MSA/SIS transactions with a 07/01/2023 effective date must be posted prior to the SAL, if applicable. Key the GSI Code O on the MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

To assist departments with identifying transactions effective on or after July 1, 2023, that were processed prior to the SAL being posted, a Management Information Retrieval System (MIRS) report is available in the MIRS Common Library, cataloged as TEMPL025. For departments with access to MIRS, subscribed users may access TEMPL025 in the MIRS Common Library. Instructions for copying the report to personal or departmental libraries can be found on page 195 of the [MIRS Handbook](#) from the [MIRS References](#) web page.

RETROACTIVITY CHARGES

The transactions resulting from the July 1, 2023 SSA update are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass updates or initiated by PPSD will be reflected on the Monthly Retroactivity Report, but should be removed. The EH transactions and payroll transactions that are key entered by the department will also appear on the department's report. The department should return the report identifying the items associated with the July 1, 2023 salary changes, along with the appropriate explanation.

Disability

Departments must manually identify and update the records of employees on Disability leave at the time of the mass update. If an employee is on a Disability leave submit a STD. 674 and/or STD. 674D to Disability via ConnectHR to request a payment adjustment after the SAL transaction with an effective date of July 1, 2023, has been keyed in Employment History.

Military Leave

Departments must manually identify and update the records of employees on Military leave at the time of the mass update. If an employee is on a Military leave submit a STD. 674 and/ via CS Payroll Military ConnectHR to request a payment adjustment after the SAL transaction with an effective date of July 1, 2023, has been keyed in Employment History.

Plus Salary

Departments must manually identify and update the records of employees who have a plus salary.

Lump Sum

Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond July 1, 2023 and who were eligible for the SAL at the time of the separation, should have their lump sum adjusted to reflect the salary increase. Departments must identify and manually process the SAL transactions for separated employees, as applicable. In order to assist departments in identifying these employees, SCO will provide a ViewDirect report. A subsequent Personnel Letter will be released when this report is available.

PAYROLL ADJUSTMENTS

Departments will need to upload form STD. 674 via ConnectHR to Civil Service (CS) Payroll Adjustments for the following payments:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule working a shift and time paid does not equal time possible for the pay period.

Departments will need to upload form STD. 674D via ConnectHR to Disability to request adjustments for the following payments that have been issued for the July 2023 to November 2023 pay periods:

- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Leave (SDI)
- LC 4800/4811

Departments will need to upload form STD. 674 via ConnectHR to Premium Pay – (OOC, OC, OS) Out of Class, On-call, Out of State dropdown, for the following:

- Out-of-Class pay – Earnings ID 8G and 8G2 only
- Supplemental Premium Payment Type 8 only if the pay rate is based on a percentage of the employee's based on salary rate and the employee is receiving a SSA.

Please direct questions on the salary changes as follows:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

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